

Michigan School Readiness Program
Mid-Year Report (2004-2005)

***Risk Factor and Child Information
Instructions for Completion***

The Michigan Department of Education and High/Scope Educational Research Foundation are collecting information about each four-year-old child who is being served by the Michigan School Readiness Program (MSRP) in center-based or home-based program models. The Michigan Department of Education is NOT collecting mid-year reports for state school aid funded programs that are implementing the parent involvement and education option. Information on parent involvement and education for all families with children birth to kindergarten entry will be collected in a separate year-end report. MSRP grantees are currently required to document at least two risk factors, from a list of 25, for each child enrolled in the program. The children's individual files maintained by the program contain the documented risk factors and child information needed to complete this form. (Refer to the *Michigan School Readiness Program Implementation Manual*, Section 3 for definitions of risk factors.) The manual can be accessed on our website at http://www.michigan.gov/documents/ImpManual_11363_7.PDF

Completion: Please use the enclosed **BLUE** scannable *Risk Factor & Child Information* report form. This is required for all Michigan School Readiness Program grantees, including school districts and their subcontracting entities, public school academies, and competitive grant recipients.

Submission: This report must be submitted by **March 1, 2005** to:

Regular Mail

Michigan Department of Education
Office of Early Childhood Education
and Family Services
P.O. Box 30008
Lansing, MI 48909

Overnight/Federal Express

Michigan Department of Education
Office of Early Childhood Education
and Family Services
608 W. Allegan Street, 4th Floor, Pillar H-17
Lansing, MI 48933

Due to increased security at State of Michigan buildings, hand-delivered documents **CAN NO LONGER BE ACCEPTED** by Office of Early Childhood Education and Family Services, Michigan Department of Education.

Who should complete this form? MSRP classroom teachers, home visitors, Head Start services staff or district/agency administrative personnel who have access to individual child records should complete this form in order to report risk factor and child information for every MSRP-funded child. Information should be completed for each child enrolled in an MSRP-funded service only once. Enclosed are scannable forms for each teacher and home visitor with a classroom or "caseload" of children. When completing forms, fill out all parts of the form, including the school district/agency code and type of program.

If you have questions: Contact an early childhood consultant at (517) 373-8483.

Risk Factor and Child Information

Instructions for Completion, continued

PLEASE USE A NUMBER 2 PENCIL WHEN COMPLETING THE BLUE SCANNABLE FORM.

- Do **not** staple.
- Use only original forms.
- Copies of original forms will **not** scan.
- Do **not** fold.
- Use only #2 pencil, **no** ink.
- Erase **all** marks/errors completely.
- **No** sticky notes, for comments please include additional sheets.

School District/Agency Code

We are asking for this information from all programs (agencies and school districts/public school academies) to locate state areas in which certain risk factors are prevalent. **The school district/agency code has been enclosed on the bright-colored half sheet of paper for your reference. Please be sure to use this code and fill in the corresponding bubbles.**

- ***School district/academy code:*** State aid programs should bubble in the 5-digit public school district code here. Consortium programs use the fiscal agent's code.
- ***Competitive MSRP programs code:*** Competitive programs should bubble in the 5-digit code indicated.

Type of MSRP program

Indicate which of the following type describes the funding source for the MSRP program:

- School district or school district subcontract to a child caring agency (funded through state school aid)
- Competitive agency (funded through MDE Appropriations)

Class 1: The *Risk Factor & Child Information* form has room for information about two MSRP classes or home visit caseloads. Class 1/Caseload 1 is on the front of the form and Class 2/Caseload 2 is on the reverse. The reverse also provides space for information about children who attended the program but have left or dropped out of either class. If this form does not have enough space for all of your program's MSRP children, including children who are no longer enrolled, please complete additional forms as necessary. Additional forms may be obtained by contacting the Office of Early Childhood Education and Family Services at 517-373-8483. The numbers assigned to the risk factors are the same as those used on other Michigan School Readiness Program and Michigan Department of Education documents. (Refer to the *Michigan School Readiness Program Implementation Manual*, Section 3 for definitions of risk factors.)

Risk Factor and Child Information

Instructions for Completion, continued

Risk Factors

1. Low Birth Weight
2. Developmentally Immature*
3. Physical and/or Sexual Abuse and Neglect
4. Nutritionally Deficient
5. Long-Term or Chronic Illness
6. Diagnosed Handicapping Condition (main streamed)
7. Lack of a Stable Support System of Residence
8. Destructive or Violent Temperament
9. Substance Abuse or Addiction
10. Language Deficiency or Immaturity
11. Non-English or Limited English Speaking Household
12. Family History of Low-School Achievement or Dropout
13. Family History of Delinquency
14. Family History of Diagnosed Family Problems
15. Low Parent/Sibling Educational Attainment or Illiteracy
16. Single Parent
17. Unemployed Parent/Parents
18. Low-Family Income
19. Family Density
20. Parental/Sibling Loss by Death or Parental Loss by Divorce
21. Teenage Parent
22. Chronically Ill Parent/Sibling (physical, mental or emotional)
23. Incarcerated Parent
24. Housing in Rural or Segregated Area
25. Other (as indicated by the applicant and presented to the Michigan State Board of Education to justify funding)

* This risk factor must be used in conjunction with another factor if a standardized test score is being used as the sole factor in meeting Risk Factor #2.

Risk Factor and Child Information: For each child in your program, **who is funded through the Michigan School Readiness Program**, use this form to report the documented risk factor(s), parent(s) working, gender, ethnicity, and program type information. Do NOT report on children funded by other sources, such as parent tuition or special education. On each side of the scannable form, there are 18 lines of bubbles for you to report risk factor and other child information regarding currently enrolled children in each of two classes/caseloads. The risk factors are numbered in the bubbles (1-25), and the specific factors corresponding to these numbers are listed in the risk factor table above.

Parent(s) working: For children who have **low income** as a risk factor (factor 18), indicate whether or not the child's parent(s) work and are therefore unavailable to care for the child during any program hours. A current Income Eligibility Guidelines document can be downloaded from the Office of Early Childhood Education and Family Services page on the Michigan Department of Education (MDE) website. Go to www.michigan.gov/mde, click on

Risk Factor and Child Information

Instructions for Completion, continued

keyword “Educators” then click on “Early Childhood” and select either Michigan School Readiness Program – State Aid or Competitive.

Gender: Fill in the bubble that indicates the child’s gender: M = male, F = female.

Ethnicity: Fill in the bubble that indicates the child’s ethnicity as follows using the definitions listed below:

N = American Indian or Alaska native

P = Asian or Pacific Islander

A = African American

H = Hispanic

W = White

M = Multiracial

American Indian or Alaska Native: having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian or Pacific Islander: having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian sub-continent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Others with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands are also coded here.

African American: having origins in any of the black racial groups of Africa.

Hispanic: Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White: having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Multiracial: having equal races such as American Indian and Hispanic.

Center or Home Based: Fill in the bubble(s) that indicates the type(s) of MSRP programming that this child receives as follows:

C = Child receives a center-based program with MSRP funds

H = Child and parent participate in an MSRP home-based model

Class 2: (Reverse side of Blue scannable form) For a second MSRP class or home-based caseload, enter the risk factor and child information on the reverse, under Class 2.

Children who were registered but left the program: Enter information for children who may have registered for and enrolled in either Class 1/Caseload 1 or Class 2/Caseload 2 but later left the program.

Please return the completed form(s) as indicated above. The completed *Risk Factor & Child Information* scannable forms should be sent with the *Program Quality Assessment/Staff Report* scannable forms.